

Company: Kalamazoo Neighborhood Housing Services

Location: Kalamazoo, MI

Job Type: Part Time, Employee

Years of Experience: 1-3

Education Level: Graduated high school

Career Level: Entry Level

Description: Kalamazoo Neighborhood Housing Services Inc., a non-profit offering a variety of specialized loan products, free homeownership services, and home rehab to residents of Kalamazoo County, has an immediate opening for a part time Construction and Property Specialist.

Position Summary: The Construction and Property Specialist is responsible for supervising KNHS properties, homeowner rehabilitation oversight and real property projects. He/she will also be responsible for daily administration and compliance of KNHS properties and grant projects. In addition, the guiding principle for this position is that the Specialist will be responsible for KNHS and client property projects as well as the larger programmatically set goals of the department.

Essential Functions:

REHABILITATION AND PROGRAM COMPLIANCE

- Oversee the responsibilities of Real Estate Owned Properties; included but not limited to: Property Inspection, Securing of Property, Coverage and Liabilities, and Utilities
- Adhere and ensure compliance as it relates to private, federal and grant funding for all construction projects.
 - Reviews and writes specifications, contracts, and oversees project implementation.
 - Ensures environmental assessments are performed for each project.
 - Approves contractors for projects on KNHS property.
 - Monitors and Approves Change Orders.
 - Regularly schedules inspections of construction progress.
- Monitors timely completion of construction projects.
- Maintains Construction Project Files and all applicable records.
- Ensure compliance with city, state and HUD regulations.
- Ensuring Compliance of Construction Contracts and files.

CONTRACTORS

- Monitors contractors and ensures they meet KNHS minimum standards.
- Maintains list of contractors with whom KNHS will not do business.
- Ensure Section 3 Business Concerns are given opportunity to bid on KNHS sponsored projects.
- Recruit and ensure call to bid encourages new and adequate diversity of contractors for projects and completion.

STRATEGIC PLANNING

- Evaluate potential opportunities, programs, and properties for KNHS purchase
- Work with Construction Manager or staff to develop strategy for future projects
- Maintains high degree of professional knowledge regarding construction practices relevant to job responsibilities

Knowledge and Experience Requirements:

- Knowledge of compliance as it relates to private, federal, and grant funding for all construction projects
- Experience in the construction industry and working with construction documents

Skills and Qualifications:

- Strong attention to detail
- Ability to manage time, while performing a wide variety of tasks
- Effective verbal and written communications skills
- Ability to interact well with both staff and clients
- Microsoft Excel

Application Deadline is June 22, 2015 at 5pm. Please email resumes to frontdesk@knhs.org, or fax them to 269-385-9912.